



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

October 9, 2013

Carlette and Ron Ketelsen
2116 W 45th St
Davenport, IA 52806

Dear Carlette and Ron Ketelsen,

This letter is in regards to the 10/1/13 compliance check of your Level C2, Registered Child Development Home completed by Kathy Huinker. Becky Kalar accompanied me on this visit. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(8) Children's Files

(A list was provided to Ron during this meeting that identified the names of the children that were missing items)

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:
Updates needed

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

☐ 110.5(9) The provider meets the following requirements:

☐ 110.5(9)a Gives careful supervision at all times.

Need to open doors while children are sleeping in other rooms. On 10/9/13, Kathy H. discussed this with Carlette on the telephone. Carlette indicated that Ron is typically on one side of the basement and she is on the other, but still explained that the doors need to be open during rest time.

☐ 110.10(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "C"

☐ 110.10(3)c If the second story or basement are used for childcare, other than the use of a restroom, there is, in addition to one inside stairway, at least one direct exit to the outside.

If a basement window is used as an exit, the window is open able from the inside without the use of tools.

Egress window in place, but need to build appropriate stairs **by 12/9/13**. Current steps are a ladder that is straight up and down with rungs that are only approximately 3 inches

wide. The providers and/or the children would have great difficulty going up these steps in the event of an emergency. Based on this, permanent steps need to be built. We have enclosed some information on approved steps leading to an egress window.

☐ 110.10(3)c The bottom of the window opening is not more than 44 inches above the floor with permanent steps inside leading up to the window.

Need stairs **by 12/9/13**

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations by 11/25/13. (And 12/9/13 for the steps).**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur on or after 11/25/13.

Please do not hesitate to contact me at DHS at (563)326-8215, if you have any questions regarding this letter.

Sincerely,

Kathy Huinker
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at (563)324-3236.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).